Evaluation & Assessment Committee
1:00 – 3:00 p.m.   Zoom
May 19, 2023
Minutes

Attendees	Present (Y/N)
Warren Plugge, (Chair)	Y
Sara Toto	Y
Nancy Pigeon	Y
Francesco Somaini	Y
Lidia Anderson	N
Maurice Blackson	Y
Hope Amason	Y

1. **Approval of May 5, 2023 minutes at 1:07 pm**
2. **Approval of May 19, 2023 Agenda at 1:08 pm**
3. **EOY – Report approved; Warren will send to Janet**
4. EAC 22-23.07 & 08 – Assessments - Duration Time Period 5/12 and close 6/1 – launched
    a. **Has launched; the logic behind the closing date is because 31st is the last FS meeting the day before to remind people**
    b. **Discuss assessment findings at final meeting on 6/2**
5. May 31, 2023 Last Faculty Senate Meeting Report –
    a. **Brief people on the two surveys – SEOI response rates and pandemic surveys**
6. Pandemic Report – Discuss (need Qualtrics data)
    a. **Data export from Qualtrics to SPSS was not successful, so need to pull charts from Qualtrics**
    b. **Should consider limitations of the pandemic survey when reporting out – too long, confusing questions – could impact the validity/reliability**
7. EAC22-23.11 - Review Procedures
    a. **Motion passed to retain the procedures with no edits/additions**
8. EAC22-23.09 – SEOI Hybrid Form – Discuss Meeting With Lidia
    a. **Last meeting created a hybrid SEOI form and has been provided to EC**
    b. **Provided hybrid SEOI form to Lidia**
        1. **Hope and Warren met with Lidia to understand the technical side of Evalkit – time-consuming to edit/adapt SEOI forms – making forms by class**
            1. **Creating/adding additional form costs money**
                1. **This means higher up approval (e.g., Provost or BOT)**
                2. **Place charge on hold**
            2. **Lidia suggested reducing number of forms to a standard form that focuses on student learning rather than instructor qualities**

           1. **Other universities do a single form with more general questions**
           2. **This process is going to take longer, so this charge will carry over to next year's charges**

9. AY 23/24 Meeting Dates and Modality
   a. **Reviewed meeting dates**
      1. **Warren will check these out to see if there are any potential scheduling problems, e.g., meeting time near Thanksgiving break**
   b. **Reviewed modality**
      1. **Continue meeting via Zoom**

10. AY 23/24 Charges – See below
    a. **Want to ensure our charges are feasible**
       1. **Many times charges have been impeded by complexity or inability to consult/collaborate with other committees and people to complete charges**
       2. **Charges have been a bit vague in the past, and that has made it difficult to complete the charges**
       3. **Warren can work with EC to provide context about charges and ensure they are feasible**
    b. **Reviewed future recommendations for future charges**
       1. **First bullet – try to focus on what the instructor did to address SEOI concerns rather than relying on SEOI content**
       2. **Second bullet – to address issues Lidia has had with access/auditing access to SEOIs**
       3. **Third bullet – this is another charge that has been hard to complete because we have been unable to meet with DEIB committee**
          1. **College specific ADI committees have created and incorporated language – look at handbooks as a starting point**
       4. **Fourth bullet – consult policy committee?**
       5. **Fifth bullet – Came out of discussion with Lidia – consider reducing number of forms, consult other universities**
          1. **Lidia mentioned that having different forms for different modalities does not allow for comparisons across modalities to determine if modality impacts learning**
       6. **Sixth bullet – might be addressed through the charge in bullet five**
    c. **If anyone has additional charges send them to discuss at next meeting**

11. EC Updates (5 min)
    a. **Met with Provost DenBeste – worked on agenda for final FS meeting on 5/31**
    b. **Peter Klosterman is Chair Elect for coming year**
    c. **Focused on Academic Affairs, Curriculum Committee...etc.**
    d. **Didn't get to EAC during the meeting**
    e. **Provost meeting mainly about searches going on for Vice Provost**
       1. **COB and Library Dean**

       f.   BOT concern for number of programs, but we are having to put programs on hold – President will want more formalized process for created of programs

12. Adjourn at 2:09 pm

Recommendations for future charges

- Consider the use of SEOIs in the review process by reviewers for tenure, promotion, and post-tenure review. Develop policy to eliminate the use of SEOIs during the review and to focus more on instructors' approach to addressing SEOIs and feedback from students.
- Continue work on identifying who should have access to SEOIs and define where this would live within policy.
- Continue work and discussion on best practices with respect to avoiding bias in student evaluations. Work with DEIB committees to understand the issues on bias associated with instruction.
- Review peer evaluation process and consider where peer evaluations would live in policy.
- Review the number and types of SEOIs and consider reducing the types of SEOIs to a standard format for all classes. Then identify a standard set of questions that could be incorporated as additional questions for in-depth feedback on a specific course instruction.
- Identify ways in which different course modalities can be addressed within a standard SEOI form. Explore the potential to reduce the number of SEOI forms to a more general form that focuses on student learning instead of instructor qualities.